# TECHNOLOGY UPDATE

## Welcome

In this edition, we introduce three new employees and the areas in which they may assist you. Also, there is a new application that is making its way across Alabama. It may be coming to your desktop PC very soon. Tired of reaching for that mouse for everything? Check out the Microsoft Word's keyboard shortcuts.

As always, if you have any questions or comments, please email us at newsletter@alacourt.gov.

**Alabama Judicial Building**
**300 Dexter Avenue**
**Montgomery, AL 36104**

## Newsletter Spotlight

Welcome

Birthdays

New Employees

E-Transcripts

Technology Tips

## New Employees

**Brenda Tadlock**
I am from Phenix City, AL. I joined the United States Air Force in 1995. In the Air Force I was trained as a Computer Communications Journeyman and was selected as the Networking Representative in the Communications Customer Service Center. From there I moved up into training as a Network Systems Administrator's assistant. I have also worked at Henderson State University in Arkadelphia, AR as a Computer Tech II. I have an Associate Degree in Computer Information Systems. After moving back to Alabama, I worked as a temporary in the Russell County Clerks office where I became familiar with the Applications used and maintained by the AOC. I began working at AOC on April 2, 2007. I look forward to the challenges that face us as we support the Applications used by the AOC. On a personal level, I love adventure - traveling, riding motorcycles, and roller coasters. I'm a huge Atlanta Braves fan. ...I like Alabama and Arkansas in football.

**Candice Harris-Adams**
I became employed with AOC on April 9, 2007 in the Information Technology department. I graduated from Booker T. Washington High School in Tuskegee, AL and furthered my education at Auburn University where I received a Bachelors Degree in Software Engineering. In my spare time, I love working with the youth at my church and spending time with my family and friends. The atmosphere here at AOC is very welcoming and I am glad to be apart of the AOC working family.

**Joey Hunt**
I was born in Montgomery, AL. I am 23 years old and I just recently graduated from Faulkner University on December 16, 2006 with a BS degree in Business Information Systems. Before joining with the AOC, I worked with Montgomery Radiology Associates where I aided radiology doctors in correct usage of PACS software. I have been married now for almost a month. This position became known to me through a good friend that I worship with. I really look forward to working with AOC and learning as much as possible.

## April Birthdays

11    Jeremy Darabaris

21    Charlie King

## May Birthdays

16    Jill Hawthorne

22    Joshua McCartha

**Editors:**
Jeremy Darabaris
Candice Harris-Adams

PC Helpdesk - General PC Support, Software Installation and Configuration, Microsoft Windows/Office Application How To's and Support, EForms, **AOC** Active Directory (AD) Account Management

For PC Helpdesk, please call 1-866-954-9411, ext. 1

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For IT Support, please call 1-866-954-9411, ext. 5122

# TECHNOLOGY UPDATE

## New Technology on the rise...

*E-Transcripts Application making its way across the State of Alabama!*

*E*-transcripts is simple, productive, and powerful. This new technology cuts down on paper handling, improves worker productivity, and speeds up the process of sending transcripts to the Alabama Department of Corrections (ADOC) for approval. E-transcripts is a web-based application that allows the clerk's office to create a transcript by simply entering a case number into the system, verifying the information the case number brings back, updating when necessary the charge and sentence information and writing comments in the appropriate sections. This application reduces the lag time in the event the transcript is not approved. By using this application, the ADOC simply post any unapproved transcripts back to the clerk's office dashboard. Immediately, the clerk's office should be able to see this transcript along with an explanation of why it was not accepted under the rejected tab. Then, they can simply go in and make the necessary corrections and post it back to the ADOC. They don't have to wait on the transcript to be sent back by the mail; thereby, shortening a process that would take three to five days without this electronic system. Marcia Twait, from ADOC, shares how this new application has been useful in processing transcripts, *"The Central Records Division of ADOC is excited about the opportunity that has been provided for us to participate in the E-transcript program. The CRD is already realizing the benefits of this application through the visual review of the transcripts before they are accepted for processing into our database. The processing of e-transcripts using the "instant messaging" feature allows us to perform our tasks proficiently with less phone calls to the Circuit Clerks and fewer requests for amended transcripts; the end result can only be a WIN – WIN situation for ADOC, Circuit Clerks and AOC."*

**E-Transcripts' County Map**



**Figure 1**
Click this map to view a
larger PDF version

*T*he three counties that are currently using the E-transcripts application are Lee, Madison and Montgomery. The Department of Corrections is also using this application to respond to the transcripts provided by these counties. We have seven more counties that will launch E-transcripts this second quarter. These counties are Baldwin, Calhoun, Elmore, Jefferson, Morgan, Russell and Shelby. Jane C. Smith, Circuit Clerk of Madison County, shares her experience with E-transcripts by stating, *"Because of the sheer volume of transcripts we do, we realize that technology is the answer to streamline this area of our work. Overall, we are very pleased with this application and can see this will be of great benefit to Circuit Clerk's offices all over the state. Because transcripts have always been time-consuming, we are very excited that this program has been developed."*

### T r a i n i n g

The E-transcripts application will have a built-in online video training section. This training section can be viewed at anytime while you are logged into the application. If you get stuck on a particular task, you can go to the training tab for help. Look for an online video tutorial demo in an upcoming edition!

# TECHNOLOGY UPDATE

# Shortcut Keys for Microsoft WORD

*20 Office shortcuts you must know ...*

**1) Ctrl + N**
– Opens a new WORD document

**2) Ctrl + O**
– Opens a previously saved document

**3) Ctrl + W**
– Closes the active window, but does not exit WORD

**4) Ctrl + X**
– Cuts the selected area from the active document and places it on the clipboard

**5) Ctrl + C**
– Copies the selected area to the clipboard

**6) Ctrl + V**
– Paste contents of the clipboard at the insertion point (cursor) or over selected area

**7) Ctrl + S**
– Saves the active document with its current file name, location and format

**8) Ctrl + P**
– Prints the active file, also give the opportunity to change print options

**9) Ctrl + F**
– Find – Searches for specified text in the active document

**10) Ctrl + B**
– Bold – Formats selected text; make text bold, or remove bold formatting

**11) Alt +F4**
– Exit – Close Microsoft WORD

**12) Ctrl + Z**
– Undo the last action.  This selection can be repeated several times

**13) Ctrl + Y**
– Redo – After an action has been undone, it can be reinstated in the document

**14) Ctrl + I**
– Italic – Formats selected text; make text italic or remove italic

**15) Ctrl + U**
– Underline – Formats selected text; make text underlined or remove underline

**16) Ctrl + Shift + W**
– Underline words but not spaces

**17) Ctrl + Shift + D**
– Double under text

**18) Shift + F3**
– Change the case of letters in a selected section

**19) Ctrl + End**
– Takes you to the end of a document

**20) Ctrl + Enter**
– Takes you to a new page

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